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17 APR 1978

MEMORANDUM FOR: DDO Division and Staff Chiefs

FROM :

[REDACTED]  
Chief, DDO/Career Management Staff

SUBJECT : Establishment of Career Service Panels for the Career Management of Secretarial and Clerical Personnel

REFERENCE : Memo for Multiple Addressees from DDCI, dtd 13 Apr 78, Same Subject

1. Your attention is called to the referent memorandum, attached.
2. As you know, the Operations Directorate has already established a Career Service-level Senior Secretarial Panel for personnel in grades GS-07 and above. In addition, panels have been established to administer the Career Service functions for personnel below the GS-07 level.
3. In accordance with paragraph three of the attached memorandum, Operations Directorate components will no longer assign individuals to GS-08 and above secretarial positions on a unilateral basis. All such vacancies will be reported to the Personnel Evaluation Branch of the Career Management Staff, attention: CM/Secretarial and Clerical. CM/SC will forward nominations of the three best-qualified candidates for the supervisor's selection.
4. Additional guidance will be provided all DDO components when it is received from the Office of Personnel.

Attachment: as stated

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ORGANIZATION  
15 May 1978

DDA ADMINISTRATIVE  
NOTICE NO. 78-5

ESTABLISHMENT OF DDA SENIOR SECRETARIAL PANEL (SSP)

1. (U) In compliance with a DDCI memorandum of 13 April 1978, Subject: Establishment of Career Service Panels for the Career Management of Secretarial and Clerical Personnel, the Directorate of Administration has established a Senior Secretarial Panel (SSP) to administer a career management program for senior secretaries. All GS-08 and above clerical employees, who function primarily as secretaries (regardless of their occupational title and irrespective of Agency certified shorthand ability), will be part of a Directorate-wide career management program. The Directorate of Administration SSP will be responsible for the career management, development, competitive evaluation, ranking, promotion and assignment of secretarial personnel under its jurisdiction.

2. (C) The initial Panel, appointed effective 15 May 1978, will be composed of the following:

Chairman - [redacted] (Voting Member)  
DDA Career Management Officer

Members - [redacted] (Voting Member)  
Office of Communications

[redacted] (Voting Member)  
Office of Logistics

[redacted] (Voting Member)  
Office of Personnel

[redacted] (Voting Member)  
Office of Security

Executive Secretary and Advisor - [redacted]  
DDA Clerical Coordinator

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3. (U) Panel members will serve two (2) years and membership will be rotated among all nine (9) DDA sub-groups to assure equitable representation. Results of competitive evaluations will be utilized in making recommendations for assignment of secretaries as senior secretarial vacancies occur. The names of the three (3) best qualified candidates will be forwarded to the Office having the vacancy for consideration. Assignment to GS-08 and above senior secretarial positions will be restricted to personnel either at the grade level of the position or no more than one (1) grade below that of the position to be filled.

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[redacted]  
John F. Blake  
Deputy Director  
for  
Administration

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